

Job Title:	Administrative Assistant	Contract / Duration	40 Hrs. / Week
Department:	Operations	Compensation	\$28,000 - \$31,000
Reports to:	Senior Development Manager	Benefits	15 Vacation Days 8 Sick Days 3 Personal Days Health insurance Flexible Spending Account available 401(k) available
Location:	Michigan Office		
Direct reports:	N/A		
Key relationships:	Development Team, Research Team, Communications Team		
Job Role			
Role Overview:	The Administrative assistant will provide support to the ISPU team by performing a wide range of administrative and operational tasks to ensure the smooth operations of the office.		
Accountabilities			
Key Accountabilities / Responsibilities:	Key Activities	% Time on Task	
General Team Support	<ul style="list-style-type: none"> • Develop meeting agendas, follow up on action items, coordination of logistics and note taking and preparation of materials as needed • Prepare development related materials, and coordinate development activities with ISPU staff and board • Assist in the production of printed publications and solicitations as needed • Coordinate production and implementation of development/research mailings • Serve as the front-line contact person in the development and Michigan office • Create development event and donor reports • Manage calendar, schedule and confirm meetings, anticipate needs, and exercise discretion and judgment as appropriate 	40%	

	<ul style="list-style-type: none"> • Screen, prioritize and respond to phone calls, emails or other correspondence from donors, staff, board and consultants • Maintain office supplies and equipment, reordering before needed • Provide oversight to office interns and volunteers 	
Events Planning and Coordination	<ul style="list-style-type: none"> • Design and manage event related communications and direct volunteer assignments • Coordinate logistics and planning of development and research events as needed • Ensure post-event follow up of donors, event attendees, and community leaders is completed in a timely manner • Provide event support such as guest list tracking and the preparing of necessary printed materials i.e. name tags, invitations, program booklets • Manage travel arrangements (hotel, airfare, etc.) and prepare trip itineraries for events as needed 	30%
Database and Information Management	<ul style="list-style-type: none"> • Ensure gift processing and acknowledgments are completed on a quarterly and annual basis • Work with Board, Executive Director and Program Manager to gather, record and properly store information about prospects and donors utilizing eTapestry • Maintain eTapestry with donor records for address changes, etc. Run database queries and prepare donor reports as needed 	20%
Meetings and Training	<ul style="list-style-type: none"> • Provide support in the strategic development and implementation of short and long-term planning objectives. • Attend staff retreats, staff meetings, serve on special task forces, and understand the ISPU's broader development mission • Seek out training for enhancing development and leadership skills 	10%

Candidate Qualifications		
Education & Certifications	<ul style="list-style-type: none"> • Bachelor's degree in social sciences, public policy, non-profit management or business administration preferred, but not required 	
Essential Knowledge and Experience	<ul style="list-style-type: none"> • Highly motivated and organized, thriving under pressure and pursuing targets aggressively • Ability to multitask, juggling multiple workstreams and priorities • Ability to work on the micro-level while appreciating role in the macro-level work • Self starter able to take initiative and self motivate while also working collaboratively. • Strategic thinker and ability to evaluate and choose the best of many good ideas. • Creative and entrepreneurial, with demonstrated success in coming up with creative and out of the box ideas. • Relationship builder with the ability to work collaboratively and communicate one on one and in large settings. • Event management experience • Ability to work some evenings and weekends as needed • Valid driver's license and personal means of transportation for travel to and from events and programs. 	
Desirable Knowledge and Experience	<ul style="list-style-type: none"> • Experience working in a startup environment • Ability to communicate effectively • Experience of direct community engagement (i.e. working for a relevant community based organization) or indirect community engagement experience (i.e. working for a research organization) • Strong network of community, contacts on issues relevant to ISPU' work • Sense of humor and ability to multi-task 	

	<ul style="list-style-type: none"> Track record of building bridges and working in the American Muslim community. 	
To Apply	<p>Send your resume, cover letter and a short, relevant writing sample to: humanresources@ispu.org No phone calls please.</p>	

About ISPU

ISPU conducts objective, solution-seeking research that empowers American Muslims to further community development and fully contribute to democracy and pluralism in the United States.

Since 2002, ISPU has been at the forefront of discovering trends and opportunities that impact the American Muslim community. Our research aims to educate the general public and enable community change agents, the media, and policymakers to make evidence-based decisions. In addition to building in-house capacity, ISPU has assembled leading experts across multiple disciplines, building a solid reputation as a trusted source for information for and about American Muslims.